

## **Buffalo County Extension Receptionist**

### **Purpose:**

Greeting departmental visitors in person, answering telephone calls, answering emails and questions, and referring visitors/callers to appropriate sources for assistance

### **Preferred Qualifications:**

High School diploma or equivalent preferred

### **Essential Physical Demands and Typical Working Conditions**

Work is generally performed indoors in an office setting and requires routine bending, sitting and stooping.

Work duties require routinely lifting and carrying up to 20 pounds.

Work duties may be stressful at times due to interaction with the general public and working under deadlines.

An applicant must be able to comply with all physical requirements of the position and must pass a detailed background check.

### **Wages:**

This position pays \$11.16 per hour.

### **Application Submission:**

Please submit a complete application, resume, and cover letter to:

Buffalo County Board Administrator

1512 Central Avenue

PO Box 1270

Kearney, NE 68848

Applications will be accepted until 5:00 p.m. on February 15, 2017

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.*

*Accommodations for individuals with disabilities are available upon request. Please contact the ADA Coordinator at (308) 236-1224 at least 48 hours prior to the meeting or the activity you would like to attend, or 48 hours before the date you need to access our facilities or services, if accommodations are required.*